

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
December 21, 2015

**Call to Order.**

The Allenstown Select Board Meeting for December 21, 2015 was called to order by Mr. Gryval at 6:04p.m.

**Roll Call.**

Present on the Board: Jeff Gryval, Jason Tardiff, and Kate Walker.

**Others Present**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Town Clerk; and Ron Pelissier, Road Agent.

**Citizens Comments:**

Mr. Anderson asked why he was told he had to have his warrant article in by January 1, 2016 and now he can't. Mr. Mulholland stated no one said they had to be in by January 9, 2016. He stated he scheduled a meeting for January 11, 2016 for the purpose of the hearing on bond warrant articles and then canceled it because he was told by the Sewer Department they weren't going to be doing one.

**Approve 2015 encumbrances.**

Mr. Mulholland stated they were able to pay half the bill for Reynold's Ave so it is down to \$51,924. He stated the US Geological Service sent in their bill so it was taken off.

The Chair asked about projects they have spoken to Department Heads if the money was available. He asked if there was anything they have committed to which they would not be able to complete. Mr. Mulholland stated they will be able to fund the projects which were initiated.

Motion. Mr. Tardiff made a motion to approve the 2015 encumbrances in the amount of \$139,717.00. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve contract with Boston Mutual Ins. Co. for short term & long term disability insurance.**

Mr. Mulholland stated they have Jeff Reardon from Davis & Towle Insurance here. He stated they provide short-term and long-term disability. He stated Davis & Towle proposed a premium through Boston Mutual which would save them in cost. He explained the short-term disability covers for injuries which are not work related.

Mr. Reardon stated the town already has familiarity with Boston Mutual as they provide group life insurance for the town. He stated he highly recommends the change. He stated the premium savings is significant. He stated Boston Mutual does insurance for many towns in New Hampshire.

The Chair asked about going from three days to fourteen days and if it has to go to fourteen days or could they do something in the middle. Mr. Reardon stated it is generally fourteen day but if they wanted something in between they could do a seven day.

Mr. Reardon asked the Board what they thought about the proposal for property liability. The Chair suggested Mr. Reardon speak with Mr. Mulholland about it further.

The Chair stated at the last meeting Mr. Tardiff was leaning towards the recommendation of the Department Heads, however he was not. He stated he wanted to revisit this tonight when they had a full board because they have tried to make the wages and benefits for the employees better over the last year or so. He stated there are potential savings but it is not significant so he is not in favor of extending the waiting period from three days to fourteen days.

Mr. Reardon stated if they keep the plan the same they would recommend making a change to Boston Mutual. He stated the current carrier is looking for a rate increase and Boston Mutual was able to come in with more aggressive pricing.

Motion. Mr. Tardiff made a motion to approve the contract with Boston Mutual for short-term and long-term disability insurance with a 14 calendar day grace period. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –No; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Approve 2016 Default Budget.**

Motion. Mr. Tardiff made a motion to approve the 2016 Default Budget. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Mr. Anderson asked the Board why they haven't recommended the Sewer Department budget. The Chair stated they haven't taken a position on the budget because the budget was submitted within hours of the presentation of the budget. He stated the Board hadn't met between the time of the presentation to the Board and the presentation to the Budget Committee.

Mr. Anderson asked if the narrative will be going on the website. Mr. Mulholland stated there will be an explanation for each warrant article on the website.

Mr. Mulholland stated the warrant article for the town budget won't be available for them to sign until after January 1, 2016.

### **Review NHMA Legislative update and proposed bills before the legislature.**

The Chair asked Mr. Mulholland if there were any bills he wanted to call to attention. Mr. Mulholland stated there are three pieces of legislature which were asked for by Allentown officials. He stated one was for cemeteries, electronic documents and sewer ordinance violation fines. He stated they should support those three. He stated there are more coming out so it is premature to be getting into them and determining which ones they want to support.

Mr. Anderson asked if there were any which would be detrimental against the town. Mr. Mulholland stated there are numerous. There was discussion of various proposed bills such as not being allowed to ask potential employees about their criminal history.

### **TOWN ADMINISTRATOR'S REPORT.**

#### **Status report in regards to the MS 4 Storm Water Project/Permit.**

Mr. Mulholland stated he sent a final copy of the MS 4 testing result today. He stated the testing results map indicates the issues are coming from the plant. He stated they will have the permit for

MS 4 soon and then they will be liable for it. He stated Mr. Trainque will be getting back to them with a corrective action plan.

### **Discussion of Staff Meeting**

Mr. Mulholland stated they discussed differentiating bills between 2015 and 2016. He stated they discussed potential changes to sick and vacation time. He stated their target date to finish the personnel policy is January 25, 2016.

The Chair stated last Thursday Mr. Mulholland met with his staff in regards to the employees' surveys. He stated Ms. Rogers had some good ideas. He stated one thing which came about was having Mrs. Baird at the staff meetings because Ms. Rogers can't always be there. He stated as they move into 2016 he would like to revisit some things they discussed in regards to communication.

### **E-City Permitting Process**

Mr. Mulholland stated the meetings with E-City have been progressing. He stated the process is for people to submit permits electronically and receive responses back electronically. He stated they will discuss this more on January 4, 2016.

### **Strategic Planning**

Mr. Mulholland stated January 14, 2016 is the beginning of the Strategic Planning process for those departments what wish to develop a plan.

### **Public Hearing for 2016 Budget**

Mr. Mulholland stated January 16, 2016 is the Public Hearing and they will need to have a Selectmen's meeting afterwards. He stated the Deliberative Session is on January 30, 2016.

### **Holiday Schedule**

Mr. Mulholland stated the Town Hall is closed December 24, 2015 and December 31, 2015 for the holidays.

### **SDS Sheets**

Mr. Mulholland stated they have made progress on the SDS Sheets. The Chair asked if they have to have an SDS label on the item as well. Mr. Mulholland stated it didn't say anything about it. He stated they need to make sure the SDS sheets are available or the employees to look at.

### **Grant for Emergency Operations Plan**

Mr. Mulholland stated they received a \$4,000 grant to redo their Emergency Operations Plan which is due this coming year.

### **Public Works Mutual Aid Program**

Mr. Mulholland stated they have a Public Works Mutual Aid agreement to be signed by the Board.

Motion. Mr. Tardiff made a motion to approve the NH Public Works Mutual Aid program. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Credit Card Usage Agreement**

Mr. Mulholland stated the Library trustees signed a copy of the draft for the Credit Card Usage Agreement.

### **Current Use Application**

Mr. Mulholland stated they have a current use application to be signed off on.

### **Status report proposed new Community Center facility at the Whitten Street Park.**

Mr. Mulholland stated they started pouring the foundation the other day. He stated they will begin working on the catch basins which should be done by January 16, 2016.

The Chair asked if the equipment will be slowed down by frost. Mr. Mulholland stated it is not the frost as much as trying to back fill holes. The Chair asked if the weather will slow the project down. Mr. Pelissier stated it won't slow things down as of right now.

The Chair asked if there were any concerns with the road work. Mr. Pelissier stated he doesn't have any concerns.

### **Review Minutes: December 7th, 2015**

Motion. Mr. Tardiff made a motion to approve the December 7, 2015 minutes. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Abstain. The Chair declared the Motion passed.

### **Ratify Consent Calendar: December 21st, 2015**

Mr. Mulholland stated the Federal Budget delayed the Cadillac Tax provision of the Affordable Care Act until 2020.

Mr. Mulholland stated they will put in what they have for expenditures so far for the end of the year at the January 11, 2016 meeting. He stated the new system will include encumbrances going forward.

Mr. Mulholland stated there are several pieces of litigation for Pembroke and the Sewer Department.

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar for December 21, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Approve Payroll and Accounts Payable Manifests: o Payroll: December 9th, 2015 o AP: December 9th, 2015, December 16th, 2015**

Motion. Mr. Tardiff made a motion to approve the Payroll Manifest for December 9, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the Accounts Payable Manifest for December 9, 2015 and December 16, 2015. Ms. Walker seconded the Motion.

Mr. Mulholland reminded the Board of the importance to sign the manifest on Wednesdays so they can mail out the checks the same day.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Highway Department Garage**

Mr. Pelissier stated he thinks it is time to become more active in a new garage. The Chair asked Mr. Pelissier if he had any suggestions on how they should move forward. Mr. Pelissier stated there isn't an ideal spot which the town already owns. He stated himself and Mr. Mulholland discussed either purchasing land or trading land.

Mr. Mulholland stated the pieces they have are either in the flood land or not easily accessible. He stated some of the pieces would need road construction and water and sewer work which would cost a sum of money. He stated they need to either buy, trade, or work out some deal with someone and then determine how much it will cost to build the garage. There was discussion of possible town properties where they could put the garage.

The Chair stated they discussed putting together a committee and asked if they should put a committee together. Mr. Pelissier stated they need to move forward but he is not sure putting a committee together is necessary. The Chair stated any time they have major acquisitions or construction they have put together a committee. He stated the committee would have people from the community so they would have transparency, people know what they are doing and the people are involved.

The Chair asked Mr. Pelissier to put together a meeting and let him know when.

### **Other Business**

Mr. Mulholland stated the Annual Reports for the Town are due on January 21, 2016 by 5pm.

The Chair stated Mr. Pelissier will be reviewing the employee surveys with his staff tomorrow.

The Chair stated they will also be doing the food baskets with the Fire Station.

The Chair stated the Zoning Board approved a variance for a car wash/storage facility to go in right behind the Dunkin Donuts. He stated they are trying to get a driveway going directly to Route 3 but he doesn't see it happening. He stated they will be going before the Planning Board with this soon. There was further discussion of possible driveway entrances for the car wash.

Motion. Mr. Tardiff made a motion to recess to the Pembroke Board of Selectmen's meeting at 7:01pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Meet with the Pembroke Board of Selectmen at the Pembroke Town Hall, 311 Pembroke St. Pembroke NH for the annual holiday meeting.**

The Chair declared the meeting adjourned at 9:45 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

December 21, 2015

**Signature Page**

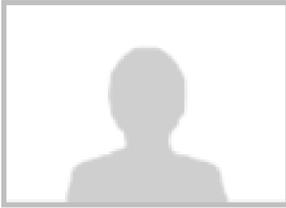
<b>Original Approval:</b>	
 JEFFREY GRYVAL, Chair	01/07/2016 DATE
 JASON TARDIFF, Member	01/06/2016 DATE
 KATE WALKER, Member	01/04/2016 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE

	KATE WALKER, Member	DATE

# Signature Certificate

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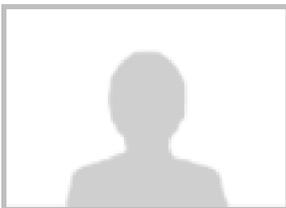


**Kate Walker**  
Party ID: HUHL8UJDA5SH6CNEDE37R5  
IP Address: 64.222.96.214  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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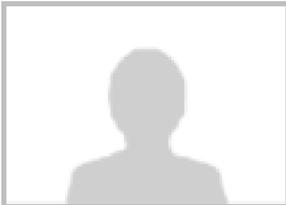


**Jason Tardiff**  
Party ID: HHULYMIS4KANEVB3Y89VX7  
IP Address: 173.9.43.198  
**VERIFIED EMAIL:** jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jeffrey Gryval**  
Party ID: FJGAZ6JK4KR54HN7PDJUH8  
IP Address: 104.129.196.79  
**VERIFIED EMAIL:** jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

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## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.79  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.79  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 64.222.96.214  
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# Signature Certificate



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Document created by Shaun Mulholland (smulholland@allentownnh.gov). -

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